COMMANDER'S
GUIDE

10 APRIL 1998   AISM-25-L3S-AWE-ZZZ-CG

**UNIT LEVEL LOGISTICS
SYSTEM - S4**

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1. Purpose. The purpose of this pocket guide is to familiarize the commander with the Unit Level Logistics System-S4 (ULLS-S4). This guide will assist the commander in managing and inspecting unit supply, property, component, and budget activities, whether operating in field or garrison. ULLS-S4 additionally provides the Commander and Staff with the capability to receive and send Army Materiel Status System (AMSS) Reports and prepare Logistics Estimates to support tactical combat operations. As a pocket guide, it cannot present all the information contained in the End User Manual (EM).

2. General. The ULLS-S4 EM covers the supply, property, component, budget, AMSS, logistics planning, and utility operations performed by the ULLS-S4 system and is the primary source of information for system operation and maintenance.

3. Organization. This handbook is divided into four functional sections.

    a.   Section 1, Department of Defense Activity Address Code (DODAAC) File Parameters. This section will list and/or define all ULLS data fields by section. The commander or his/her designated representative will ensure data is entered correctly.

    b.   Section 2, Sample Reports. This section contains selected ULLS-S4 generated reports and includes a sample of each. Reports may be used as management and inspection tools. Each report identifies the source, the suggested frequency, the purpose, the disposition, and most importantly, the management or inspection applications used. This guide will explain how the commander can discover various system or procedural problems by using the information available in each report.

    c.   Section 3, Sample ULLS Internal Standing Operating Procedures (SOP). The SOP provides general policies and procedures for ULLS-S4. A unit SOP should contain a section applicable to the management of logistics operations under the automated system. The model SOP covers major areas of concern. It should be modified/enhanced by each unit to conform to the unit's policies and procedures, and then incorporated into the unit's SOP.

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    d.   Section 4, ULLS-S4 Checklist. This section provides a checklist to be used by commanders, supervisors and inspectors.

4. Overview of ULLS.

    a.   ULLS-S4 automates the supply, property, component and budget activities at the unit supply, Bn and Bde S4 levels and receives and produces AMSS Reports generated by ULLS-G/A systems or by another ULLS-S4 system. ULLS-S4 improves resource accountability and visibility. Faster request and receipt of shortage items, attainment of the most current list of property book data, and increased knowledge of unit assets contribute to overall unit readiness management. In addition the system provides the capability to process and maintain a Controlled Track Item List (CTIL) that provides logistical data from the ULLS-S4 Brigade, Battalion and Company to the Combat Service Support Control System (CSSCS).

    b.   ULLS-S4 also provides the combat logistician with the capability to develop logistics estimates for the support of tactical operations. The logistics support plan is developed as a scenario in phases according to units supported, unit posture, geographic region, level of combat intensity, and Days Of Supply (DOS) required to support each phase of the tactical operation. Logistics requirements are calculated using the unit's personnel, equipment, and user defined parameters. Logistics data tables have been developed from planning factors contained in FM 101-10-1/2, Staff Officers Field Manual Logistical Data Planning Factors.

    c.   ULLS-S4 uses FEDLOG (CD-ROM) to build/update the system catalog. The Catalog Load/Update by CD ROM process creates or updates the system catalog file by replacing the current catalog with the catalog created from a finder file. The finder file is a list of all NIINs currently listed in any of the Master files; Property, Component, Unit Load, Document Register, AMSS and Logistics Planning. If the NIIN is not on the system catalog, ULLS-S4 automatically searches and extracts catalog data from the FEDLOG and populates the appropriate

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fields with the data. This option dramatically improves the accuracy of cataloging data and the efficiency of the ULLS-S4 system operator.

    d.   The unit now has the capability of transfering unit files out of the computer or transferring Unit files into the computer through unit transfer in the Utilities process.

5. ULLS Interfaces. ULLS-S4 has the capability to interface with the following Standard Army Management Information Systems (STAMIS): Standard Property Book System Revised (SPBS-R), ULLS-Ground and ULLS-Aviation for Budget data, and AMSS data, Standard Army Retail Supply System (SARSS) at the Direct Support Unit (DSU) level, the Objective Supply Capability (OSC), and the Standard Army Ammunition System (SAAS). Transactions going to another STAMIS are sent via diskette or by telecommunications. The Send Transactions to the Source of Supply (SOS) process should be run daily (End of Day) by the unit and sent to the appropriate supply DSU.   A status is then normally returned each day from the supply DSU via the same mode. OSC provides the user the means to gain visibility and access to needed supplies and equipment at designated levels of supply.

6. Telecommunications Interface. The communications interface provides the S4 user the capability to transmit and receive log files (i.e., supply requests and status) using the Concentrator, Combat Service Support Automated Information Systems Interface (CAISI), Transmission Control Protocol/Internet Protocol (TCP/IP) or Point-to-Point utilities. The concentrator and CAISI utilities transfer files to and receive files from a remote user via a network (similar to an E-Mail system). The Point-to-Point utility communicates directly to a remote user via direct dial. OSC utilizes modems and DDN communication lines to a mainframe computer system called the Gateway, and is used in units where the command has interface capability. File Transfer Protocol (FTP) is used to transfer data via the FTP over a TCP/IP Network.

7. System Security.

    a.   Commanders, or their designated representatives, are responsible for the secure operation of ULLS-S4 systems. This includes stored data,

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hardware, and software. Guidelines for automation security programs are in AR 380-19. The Unit Level Logistics System - S4 (ULLS-S4), Security Features User's Guide (SFUG) and the Trusted Facility Manual (TFM) describe the automated protection mechanisms available for end users and supervisors. The guides contain information on enforcement, physical security, procedural security and personnel security that the user must understand in order to maintain a secure system.

b. It is important to properly assign security responsibilities. The assignment of the three [Information System Security Officer (ISSO), Commander's Designated Representative and Terminal Area Security Officer (TASO)] depend on the information system composition, size, and configuration. The most common arrangement is to assign a single ISSO at the BN level, a Commander's Designated Representative and a TASO for each computer system. Specific responsibilities for Commanders, their designated representatives, the ISSO, the TASO and supervisors are in Section III of this guide.

c. The Commander or the Commander's Designated Representative has the ability to access a DOS prompt after exiting the ULLS-S4 system. Access to the DOS prompt is only intended for the loading of ULLS-S4 SCP/IP. Access to the DOS prompt must be strictly controlled to ensure the security of the ULLS-S4 system and data base files.

SECTION I
PARAMETER FILE MAINTENANCE PROCESS

1. The Parameter File Maintenance Process contains unit unique parameters
and regulatory data that control the ULLS-S4 processes. The
Parameter File is comprised of eight parameter records which may
be added to or updated. The following is a breakdown of each
section of the Add/Update Parameters option:

1.1 Interface Parameters. The SARSS Indicator may be set to "1" for SARSS
Interim or "0" for SARSS Objective.

1.2 Unit Description Parameters.   This parameter contains information about
the unit. The data fields include:

Commander's Name:	Unit Commander.
Unit Name:	Name of unit.
Post Address and Bldg:	Number-address of unit.
City, State and Zip:	Location of unit.
Unit Phone Number:	Phone number of unit.
Unit CAISI Phone Number:	Your computer's Phone #.
Unit Concentrator ID:	ID name used by concentrator.
CAISI Phone Number:	DSU Phone #.
Telecomm Indicator:	Enter (P) for Point-to-Point; (C) for CAISI; (G) for Concentrator.
DSU's TPN:	Tactical packet name for CAISI.

Unit TPN: Tactical packet name for CAISI.

1.3 OSC Parameters. The OSC Security Data screen information is added when a unit interfaces with the OSC Gateway by modem. The data fields include:

OSC Indicator: Y/N Y to use OSC.

DDN TAC Phone Number: Phone # to TAC.

DDN Address: Unique Address.

Terminal/Server Login: Name (In Upper Case Only).

GATEWAY Login: Login Name (In Lower Case Only).

Number of days OSC
records held before
being returned to
Supply Trans File: Set to 1.

1.4 Unit Supply Parameters. The parameters are divided between two screens. The first screen, <u>Unit Parameters</u>, contains the following data fields:

UIC: Unit Identification Code assigned to the unit.

FAD: Force Activity Designator assigned to the unit (see DA Pam 710-2-1).

Fund Code: Identifies funds allocated for stock funded items (see AR 725-50).

Service Designation Code: Designator code that identifies the Army Component: A=Army, R=Reserves, N=National Guard.

Location Code:	Location of the unit: A=CONUS, B=OCONUS.
Replenishment Authorized:	Y/N To indicate automatic replenishment of shortages. If set to "N", requests will not be sent to transaction file.
Unit Organizational Level:	Determine if the unit itself is a Brigade (BD), Battalion (BN), or Company/Unit (UN).
AMSS Reporting UIC:	UIC of Unit that submits your DA Form 2406 (Material Condition Status Report) or DA Form 2715 (Unit Status Report). Reporting UIC normally ends in AA (e.g. WFEDAA).
Time Zone:	The one alphabetic letter will add or subtract hours from the system (Local) time to determine the current zulu time for report purposes.
CTIL Creator UIC:	The UIC that created CTIL.
Daylight Saving Switch:	The (+) (-) will add or subtract one hour to adjust local time to daylight savings time.
MTOE/TDA:	The Company level user must enter the MTOE or TDA Authorized number to be passed to CSSCS. If the Company is supported by both, the MTOE number should be entered.
MSR SIC:	In order for a company level user to receive CTIL, a support indicator code (SIC) must be entered for each property

	book office added to their system in the property origin maintenance process.
Zulu Time:	The curosr skips this field. Time is defaulted based on time zone designator and will change if the time zone, daylight saving code, or system time is changed.

The second screen, <u>Supply Parameters</u>, contains the following data fields:

Beginning Serial Number:	Starting serial number assigned to document numbers (each day) for supply transactions (i.e., enter "0001" if the serial number of the first transaction of each day is to be "0001").
Ending Serial Number:	Last serial number (each day) for supply transactions.
Approving Authority for Ammunition Requests:	Name of the person that approves ammunition requests initiated by your unit.
Number of days before follow-up on priority 1 to 8 requests:	Minimum is 9 days. Maximum is 99.
Number of days before follow-up on priority 9 to 15 requests:	Minimum is 30 days. Maximum is 99.
Frequency at which records will be purged from the DCR (Days):	Closed records are purged from the inactive DCR to paper output based on entered criteria (01 to 90 days).

Date of last DCR Purge: Purged DCR records must be kept for 2
                             years. (AR 25-400-2 FN:710-26).

Reportable Dollar Value: Extended dollar value that will appear on
                             Commander's Exception Report.

1.5 Unit Load. All expendable requests are initially assigned to the group
Operational Load and can be assigned to specific Unit Loads (ULs)
as required. UL codes are designated by the unit for expendable
supplies which are used on a recurring basis to support peace-time
missions. Frequently used expendable supplies may be grouped to
simplify ordering on a recurring basis. Up to nine (B1-B9) groups
may be entered, (i.e., Office, Medical, Mess, Field Hygiene and
NBC).

1.6 Supply Support.

a.   In the Supply Support Data section, DSU data is established that is
       common to all units on a ULLS-S4 computer. The commander's
       representative enters the appropriate DSU Designation Code, and
       reviews and updates DSU and SCMC data. ULLS-S4 currently
       sends supply requests for expendable/durable items to the
       appropriate DSU in the following Classes of Supply: Class I, II, III
       (Pkg and Bulk), IV, VIII, and X. Requests for Class VII and IX are
       printed as "want slips" to be sent to the PBO or ULLS-G system as
       required.

b.   A separate DSU Code may be designated for each Class of Supply
       and Subclass of Supply (SCMC); however, the same DSU Code
       would be used for a DSU that handles multiple classes of supply
       (i.e. Class II and IV). ULLS-S4 creates a separate transaction
       diskette and printout for each DSU.

c.   Entering a DSU Code will allow the user to add or update the
       information for a DSU. See Support Activity paragraph below for
       data entry options.

1.7 Support Activity. DSU unique data is entered through this process. DSU Codes are shared by all units supported by the same DSU. The data fields include:

DSU Code:	A - H, J, K, 1 - 7.
DSU DODAAC:	DODAAC of the DSU.
DSU NAME:	DSU unit or activity name.
ADDRESS & BLDG NUMBER:	Street address.
CITY, STATE and ZIP:	Address information.
DSU PHONE NUMBER:	Voice phone number.
DSU CONCENTRATOR ID:	DSU ID to receive data requests.
POINT TO POINT PHONE:	MODEM phone number at DSU.
CAN THIS DSU ACCEPT AUTOMATED DATA:	Does the DSU accept diskette requests (Y) or must the requests be hard copy (N).

1.8 Class/Sub-Class. The unit unique SCMCs loaded for this unit are listed one at a time on the Class/Sub-Class Parameters screen. The unit may add or delete the SCMCs for their unit, one at a time. The system automatically loads the 77 most commonly used SCMCs to each unit's DODAAC. The data fields include Class and Sub-Class for Class I, II, III (Pkg and bulk), IV, V, VI, VII, VIII, IX, and X supplies. Class 3: P - assigns Packaged (DSU A) to listed SCMC; and B assigns Bulk (DSU A) to listed SCMC. Class 9: C - assigns Common (DSU A) to listed SCMC; A - assigns Air (DSU A) to listed SCMC; and M - assigns Missile (DSU A) to listed SCMC.

2. Hardware Parameters File. Use to enter drive information, communications information, FEDLOG drive(s), and the on-line End Users Manual path for the ULLS-S4 system. This file is common to all units on the same ULLS-S4 computer. The data fields include:

1. Program Files on Drive: C

2. Data Files in Drive: C

3. Default Floppy Drive: A or B - use as default for
                                         ending/receiving diskettes.

4. Work Station ID: Use a unique code to identify your
                                         system.

5. Modem Communications Port: COM1, COM2, COM3, COM4.

6. FEDLOG-Drive   Normally D or E, multiple drives F in
    (CD-ROM Drive):   Sysorex for future development.

7. Path to End Users Manual: No entry required.

8. CSSCS Phone Number: Enter the phone number of the
                                         CSSCS computer to use transit CTIL
                                         and status reports to and from CSSCS.
                                         If you are hardwired to the CSSCS,
                                         via a null modem cable, leave this field
                                         blank.

9. Tape Drive/Software: Use F1 to see options.

10. Printer Name: Use F1 to see options.

11. Concentrator Phone: Phone number to call concentrator.

12. Modem Type: Use F1 to see options.

13. Modem Baud Rate: Set to highest modem speed.

14. Local CD-ROM Drive: Y or N. Y if PC has a CD-ROM Drive,
                                        N if PC has no CD-ROM Drive.

15. CSSCS Com Port: If you are hardwire connected to the
                                        CSSCS computer, via a null modem
                                        cable then enter the communications
                                        port that the null modem is plugged
                                        into. This must be a different port from
                                        which the modem is connected to.
                                        Valid options are COM1, COM2,
                                        COM3, and COM4.
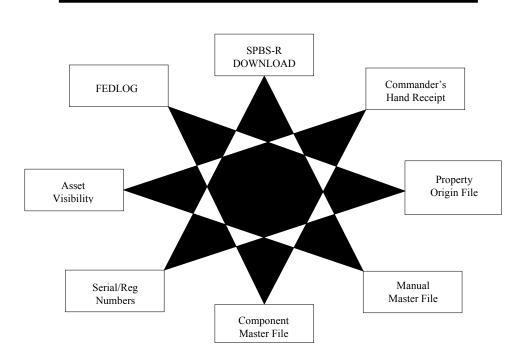
SECTION II
SAMPLE REPORTS

1. Various ULLS-S4 printouts can be used as management tools by the commander to manage Property, Supply, and Budget functions. The following reports identify their source, frequency, purpose, disposition, and management applications.

Property Features

SPBS-R
DOWNLOAD

FEDLOG

Commander's
Hand Receipt

Asset
Visibility

Property
Origin File

Serial/Reg
Numbers

Manual
Master File

Component
Master File

1.1 COMMANDER'S EXCEPTION REPORT

SOURCE: Commander's Exception Report Process.

FREQUENCY: Review each time printed, before transactions are sent to the DSU.

PURPOSE: Identifies high priority and high dollar value items requested. You must sign to authorize high priority requests. The initialed and signed report replaces the initialed column H on the DA Form 2064 Document Register in the manual system.

DISPOSITION: Must be kept for two years.

MANAGEMENT APPLICATIONS:
- Review and initial before the daily transactions are sent to the DSU. Any disapproved requests must be canceled before transactions are sent to the DSU.
- Currently the report does not identify any changes in a request's priority.
- Ask your people to identify all previous requests that have had their priority increased.

DATE: 21-FEB-94 **COMMANDER'S EXCEPTION REPORT** **AWESF153**
DODAAC: WK4K9H

DOCUMENT NUMBER	NOMEN	SUB-HR NUMBER	QTY	UI	PRI	EXTENDED PRICE	FUND CODE	APC CODE	INITIALS
4039-0701	BOOKCASE	2	00002	EA	02	$ 162.88	GA		_____
4039-0705	RATION SUP	4	00004	BX	02	$ 10.16	GA		_____
4039-0706	PLUG EAR	4	00004	BX	02	$ 20.00	GA		_____
4042-0702	BOOKCASE	5	00010	EA	12	$ 814.40	GA		_____
4042-0803	TSRRET H	5	00013	EA	12	$ 622.96	GA		_____

COMMANDER'S SIGNATURE

1.2 COMMANDER'S FINANCIAL TRANSACTION LISTING

SOURCE: Commander's Exception Report Process.

FREQUENCY: Printed automatically with CDR's Exception Report. Review daily.

PURPOSE: Provides total expenditures for all transactions being sent to the DSU.

DISPOSITION: Dispose of when no longer needed or IAW the commander's direction.

MANAGEMENT APPLICATIONS: - Use to review all daily requests to include high priority and high dollar
                                   items before transactions are sent to DSU.
                                 - Use to determine if expenditures are within budget guidelines.
                                 - Cancel items which exceed guidelines before sending to DSU.

DATE: 21-FEB-94   COMMANDER'S FINANCIAL TRANSACTION LISTING   AWESF155
DODAAC: WK4K9H

DOCUMENT NUMBER	NOMEN	SUB-HR NUMBER	QTY	UI	PRI	EXTENDED PRICE	FUND CODE	APC CODE
4022-0704	TURRET H	4	00002	EA	12	$ 95.84	GA	
4027-0701	TURRET H	4D	00001	EA	12	$ 47.92	GA	
4028-0701	SPACER,S	UL	00001	EA	12	$ 1.93	GA	
4039-0701	BOOKCASE	2	00002	EA	02	$ 62.88	GA	
4039-0702	TUBING,P	UL	00010	FT	12	$ 6.10	GA	
4039-0703	SOLDERIN	UL	00001	EA	12	$ 56.22	GA	
4039-0704	SEALING	4	00004	KT	12	$ 41.28	GA	
4039-0705	RATION SUP	4	00004	BX	02	$ 10.16	GA	
4039-0706	PLUG EAR	4	00004	BX	02	$ 20.00	GA	
4040-0701	RODENTIC	4D	00010	CN	12	$ 50.70		
4040-0702	GAGE TIR	10D	00004	EA	12	$ 20.72		
4042-0701	BOOKCASE	4	00004	EA	12	$ 325.76	GA	
4042-0702	BOOKCASE	5	00010	EA	12	$ 814.40	GA	
4042-0703	SEALING	5	00010	KT	12	$ 103.20	GA	
4042-0803	TSRRET H	5	00013	EA	12	$ 622.96	GA	

GRAND TOTAL: $ 2,380.07

1.3 COMPONENT SHORTAGE REPORT

SOURCE: Component Shortage /Excess Maint/Repl Process.

FREQUENCY: Review quarterly or as commander directs.

PURPOSE: Provides a report of the current component shortages.

DISPOSITION: Dispose of when no longer needed or IAW the commander's direction.

MANAGEMENT APPLICATIONS:
- Provides critical information on all component shortages for end items by SHR number.
- Replenishment flag of "R" identifies component eligible for replenishment action.

```
      DODAAC:      WK5A26               COMPONENT SHORTAGE REPORT                        PCN : AWE-227
         UIC       WABBAA                        HHC/1-59 QM BN
      PB ORIG:     A        SHR NUMBER:    4
```

END ITEM NSN	COMPONENT NSN	SUBCOMP NSN	ARC CODE	NOMENCLATURE	CL NR	SHORT QTY	REPL FLAG	D/I QTY
5180002932875	0095411180110		X	TWINE, FIBROUS: WAXED	CL-507	-0001	R	00000
5180002932875	4240000523776		X	GOGGLES, INDUSTRIAL	CL-507	-0002	R	00000
5180002932875	5110001425015		D	SAW, HAND, RIP: 26 IN	CL-507	-0001	R	00000
5180002932875	5110001800831		D	PLANE, BLOCK: ADJUSTA	CL-507	-0001	R	00000

END OF REPORT   **TOTAL NUMBER OF RECORDS: 00004**

1.4 UNIT LOAD LIST - ALL BASIC LOAD UL RECORDS W/ OR W/O HISTORY DATA.

SOURCE:	Unit Load Inquiry Process - Print Records in UL Sequence without History Data.
FREQUENCY:	Review monthly or as required.
PURPOSE:	Provides a report of the expendable items (load codes B1-B9) the commander has directed for stockage.
DISPOSITION:	Dispose of when no longer needed.
MANAGEMENT APPLICATIONS:	- Provides status of specific items and identifies storage location. - Commander signs report to direct stockage of these items. - Add, delete or modify to achieve realistic stockage objective.

DATE: 21 FEB 1994   UNIT LOAD LIST   PCN AWE-480
                                              BY ITEM
                                      ALL UNIT LOAD RECORDS
                                         DODAAC: WK4K9H

| LOAD CODE | NIIN/NOUN | UI | LOCATION | QUANTITY | | | | SHELF LIFE |
				AUTH	REPLEN	DI	DO	
B1	001491094 MEAL READY	BX	SUPPLY ROOM	100	10	10	0	31-DEC-95
B1	002436164 COFFEE B	EA	SUPPLY ROOM	10	1	0	0	--- ---
B2	000253377 CLOSURE	EA	SUPPLY A	10	1	0	0	--- ---

COMMANDER'S NAME: JOHN R. ALPHA, CPT QM
ORGANIZATION NAME: CO A/1-59 QM BN

1.5 COMPONENT EXCESS REPORT

SOURCE:	Shortage/Excess Maint/Repl Process.
FREQUENCY:	Review monthly.
PURPOSE:	Identifies all excess components by SHR Number.
DISPOSITION:	Dispose of when no longer needed or IAW commander's direction.
MANAGEMENT APPLICATIONS:	- Identifies excesses requiring turn-in. - Copy provided to SHR holder as a record of excesses requiring turn-in. - Repl. Flag of "T" indicates the component is eligible for turn-in action.

COMPONENT EXCESS REPORT   PCN : AWE-230

DODAAC: WK5A26   CO A/1-59 QM BN
UIC: WABBAA
PB ORGIN: A

EI NSN	COMPONENT NSN	SUBCOMP NSN	ARC CODE	NOMENCLATURE	SHR NBR	COMPONENT LIST NBR	EXCESS QTY	REPL FLAG	D/I QTY
1080001031246	1080001078589		X	SCREEN, HEXAGON, WD	6	CL-011	00001	T	00000
1080001021246	1080001079206		X	SCREEN,RHOMBUS,WD	6	CL-011	00001	T	00000
1080001031246	1080001081141		X	KIT,REPAIR,SCREEEN	6	CL-011	00001	T	00000

END OF REPORT   TOTAL NUMBER OF RECORDS: 00003

1.6 MASTER/SUBLEDGER SUMMARY REPORT

SOURCE:	Budget Reports Process - Print Ledger/Subledger Summary Report.
FREQUENCY:	Review daily/weekly.
PURPOSE:	Provides a report of the current status of all ledgers.
DISPOSITION:	Dispose of when no longer needed or IAW commander's direction.
MANAGEMENT APPLICATIONS:	- Review to determine if budget status is in accordance with guidance for each Budget Account Code.

		MASTER LEDGER SUMMARY REPORT			PCN: AWE-310

DODAAC : WK4K9H   UNIT NAME: CO A/1-59 QM BN
UIC: CAAAAA
DATE: 21-FEB-94   TIME: 08:26

					A					
				DATE	L					
FISC	CUST	BUDGET ACCT CODE TTL	CREATE	COMIT	R L					
YEAR	UIC	BAC1 BAC2	DATE	REPORTED	C O	RECEIVED	ALLO	COMMIT	OBLIG
1994	WCBLAA	SSC S/E (2018)	MASTER	QUARTERLY					
		18SSSC	15 APR 1994	25 APR 1994	1Q	$ 1,255.00	$ 1,255.00	$ .00	.00
1994	CAAAAA	BD9	28 JAN 1994	28 JAN 1994	1Q	$50,000.00	$50,000.00	$50,00.00	.00
		SELF SERVE SUPPLY BDE	MASTER	QUARTERLY					
1994	CAAAAA	BD3	28 JAN 1994	28 JAN 1994	1Q	$ 1,000.00	$ 1,000.00	$ .00	.00
		MEDICAL EXPEN BDE	MASTER	QUARTERLY					

PAGE: 1
TOTAL NUMBER OF RECORDS: 3

1.7 PROPERTY FOLLOW-UP REPORT

SOURCE: Property Follow-Up Report Process - Hand Receipt Menu.

FREQUENCY: Review monthly.

PURPOSE: Provides a listing of all non-expendable short and/or due-in property on request by the PBO. Allows the user to request status from the PBO.

DISPOSITION: Dispose of when no longer needed or IAW commander's direction.

MANAGEMENT APPLICATIONS: - Assists in determining shortages of authorized property.
                                  - Provides a means to obtain follow-up status from the PBO.

PROPERTY FOLLOW-UP REPORT

PCN: AWE-155

DODAAC: WK5A26   ORGANIZATION: HHC/1-59 QM BN
UIC: WABBAA   PROPERTY BOOK OFFICE: BPBO, 45TH SEP BRIGADE
SIC: A

LIN	GENERIC NOMENCLATURE	SHORTAGE QTY	DUE IN QTY	DUE IN DOCUMENT NO.	STATUS
A03165	ACCESSORY KIT VEH BODY: TARP-B	00001	00000		_____
CC0010	COMPUTER: LAPTOP 286 ZENITH UL	00003	00003		_____
DD0100	DISK DRIVE: EXTERNAL 5-1/4 INC	00003	00003		_____
E00533	CHARGER RADIAC DETECTOR: PP-15	00001	00000		_____
E63317	COMPASS MAGNETIC UNMOUNTED: LE	00012	00012		_____
G54041	GEN ST DSL ENG: 3KW SKID MTD 6	00000	00001		_____
J31927	INSTALLATION KIT: MK-2447/GRC-	00001	00000		_____
J45699	GEN ST GAS ENG: 3KW AC 60HZ SK	00002	00002		_____

END OF REPORT   TOTAL NUMBER OF RECORDS: 00008
   1994/02/21   10:43:45   page   1

1.8 MASTER/SUBLEDGER QUARTERLY REPORT

SOURCE:	Budget Report Process - Print Ledger/Subledger Quarterly Report.
FREQUENCY:	Review daily/weekly.
PURPOSE:	Provides a report of Ledger/Subledger Summary Data by Fiscal Year and Quarter.
DISPOSITION:	Dispose of when no longer needed or IAW commander's direction.
MANAGEMENT APPLICATIONS:	- Review to determine if budget status is in accordance with guidance for each Budget Account Code.

MASTER LEDGER QUARTERLY REPORT   PCN: AWE-315

DODAAC : WK4K9H   UNIT NAME: CO A/1-59 QM BN
UIC   : CAAAAA
DATE   : 21 FEB 94   TIME: 08:26

FISC YEAR	CUST UIC	BUDGET ACCT CODE TITLE BAC1 BAC2	CREATE DATE	DATE COMIT REPORTED	A L R L C O	RECEIVED	ALLOCATED	COMM	OBLI
1994	WCBLAA	SSSC S/E (2018) MASTER 18SSSC	QUARTERLY 15 APR 1994	25 APR 1994					
					1 Q	$ 1,255.00	$ 1,255.00	$ .00	$ .00
				QTR 1			$ .00		
				QTR 2			$ .00	$ .00	$ .00
				QTR 3			$ 1,000.00	$ .00	$ .00
				QTR 4			$ 55.00	$ .00	$ .00
1994	WCBLAA	SP CLS IX (2018-2019) CLS IX	MASTER 15 APR 1994	QUARTERLY 25 APR 1994					
					1 Q	$ 10,000.00	$ 10,000.00	$ .00	$ .00
				QTR 1			$ .00		
				QTR 2			$ .00	$ .00	$ .00
				QTR 3			$ 50,000.00	$ .00	$ .00
				QTR 4			$ 55.00	$ .00	$ .00

1.9 AUDIT REGISTER REVIEW REPORT

SOURCE:	Security Tracking Process.
FREQUENCY:	Review weekly.
PURPOSE:	Provides a detailed report on the users, processes accessed, events and transactions which have occurred from the time the system was accessed to log off.
DISPOSITION:	The Commander or his designated representative should print and retain the audit trail data for a minimum of ninety (90) days. (See AR-25-400-2 FN:380-3802.)

MANAGEMENT APPLICATIONS:

- Review frequently to monitor system security.
- Report will identify attempts or activities that might modify, bypass, or negate safeguards controlled by the system.

21-FEB-94   PCN: AWE-490

ULLS S4 AUDIT REPORT

Date	Time	File Name	User	PID	Event Code	Detail
1994/02/21	09:03:09	AWEUX950	ACO		LI	
1994/02/21	09:03:49		ACO		LO	
1994/02/21	09:30:53	AWEUX950	ACO		LI	
1994/02/21	09:31:00		ACO		LO	
1994/02/21	09:03:09	AWEUX950	ACO		LI	
1994/02/21	09:03:49		ACO		LO	
1994/02/21	09:30:53	AWEUX950	ACO		LI	
1994/02/21	09:31:03		ACO		LO	
1994/02/21	10:40:01	AWEUX950	STAFF2		LI	
1994/02/21	10:40:07		STAFF2		LO	
1994/02/21	10:58:23	AWEUX950	BDE		LI	
1994/02/21	10:58:32		BDE		LO	
1994/02/21	11:04:33	AWEUX950	DBA		LF	USER ID IS INVALID
1994/02/20	11:04:43	AWEUX950	AAAAAAAA		LI	

page   1

1.10 PROPERTY BOOK CHANGE CANDIDATE REPORT

SOURCE:	Automated Load Hand Receipt Process - Print Change Candidate Report.
FREQUENCY:	Review with each monthly download of SPBS-R from each PBO.
PURPOSE:	Provides a report of the property (i.e., quantities, serial numbers, etc.) to be added, deleted, and or changed based on the SPBS-R download comparison with the Unit's Hand Receipt Master Files.
DISPOSITION:	Dispose of when no longer needed or IAW commander's direction.

MANAGEMENT APPLICATIONS:

- All property to be turned in must be assigned to the commander's hand receipt.
- Property to be added or deleted must match the signed commander's hand receipt from the PBO.
- If errors occur during the load process, reconcile differences with the PBO.

```
                                    PROPERTY BOOK CHANGE CANDIDATE REPORT          PCN: AWE-105
   DODAAC:    WK5A26
       UIC:   WABBAA      UNIT: HHC/1-59 QM BN           PB OFFICE: BPBP, 45TH SEP BRIGADE
```

LIN	REC CODE	SUBLIN	NATIONAL STOCK NUMBER	ITEM/GENERIC NOMENCLATURE	SRRC	CL	REQ QTY	AUTH QTY	ON-HAND QTY	DUE-IN QTY
NEW: 83402G	A			HOOD CHEMICAL			85	95		0

ACTION: ITEM TO BE ADDED TO SYSTEM

NEW: 83402G	B	4240008608987	EA HOOD PROT MAKD MS	N					

ACTION: ITEM TO BE ADDED TO SYSTEM

NEW: 83402G	B	4240009990420	EA HOOD PROT MASK M6A2	N					87

ACTION: ITEM TO BE ADDED TO SYSTEM

NEW: 92725N	A	7490006125362	EA EMBOSSING MACHINE	Y		1	1		

ACTION: ITEM TO BE ADDED TO SYSTEM

NEW: 92725N	B	7490006125362	EMOBSSING MACHINE	Y			1	0

ACTION: CHANGES WILL BE POSTED TO CURRENT FILES (+==SN/REG ADD;*==SN/REG DELETED, #==CANNOT DELETE SHR IS NOT CDR)

(SHR NR SN/REG/LOT NR LOT QT CL NR)   (SHR NR SN/REG/LOT NR LOT QT CL RN) (SHR NR SN/REG/LOT NR LOT QT CL NR)

1.11 DOCUMENT CONTROL REGISTER (DCR) - ALL RECORDS REPORT

SOURCE: DCR Inquiry Process by All Records.

FREQUENCY: Review conducted at commander's direction.

PURPOSE: Provides a listing of all open and closed requisitions on the active DCR.
                         Reports may be requested by date range, priority, ARC, all open requests,
                         etc.

DISPOSITION: Dispose of when no longer needed or IAW commander's direction.

MANAGEMENT APPLICATIONS: - Use to verify proper follow-up actions are taken on open documents.
                                   - The Doc# date can be checked to verify that records are being purged on a
                                     regular basis (moved to Inactive DCR).

```
          DATE:      07 MAR 1995              DOCUMENT REGISTER REPORT                        AWESF252
                                             ALL OPEN DOCUMENT NUMBERS
          DODAAC:    WK5A26                          HHC/1-59 QM BN

DOCUMENT NUM                        NIIN                 NOUN      SHR #              PRI        ARC     U/I
----------------------------------------------------------------------------------------------------------------------------
DIC       QTY       QTY       QTY            QTY                  CURRENT                                DATE
          REQ       DUE       REC            AC_ SCMC             STATUS/DATE     ESD                    COM
----------------------------------------------------------------------------------------------------------------------------

WK5A26    2343 0102 001041735                          SOCKET,S      1            12         X          EA
  A0A     00001     00001     -----          ----- 2B                     0      -----                 0

WK5A26    2343 0103 000876415                          KEY SET       1            12         X          SE
  A0A     00001     00001     -----          ----- 2B                     0      -----                 0

WK5A26    2351 0101 110014076                          MEAL READY    1            12         X          EA
  A0A     00001     00001     -----          ----- 1C                     0      -----                 0

WK5A26    2351 0102 110014194                          MEAL, T R     1            12         X          EA
  A0A     00001     00001     -----          ----- 1C                     0      -----                 0

                                                                                            page    1
```

1.12 COMPONENT SHORTAGE REPORT - BY SHR

SOURCE: Shortage/Excess Maint/Repl Process.

FREQUENCY: Review quarterly.

PURPOSE: Provides the current status of all component shortages by Sub Hand Receipt (SHR) holder.

DISPOSITION: Dispose of when no longer needed or IAW commander's direction.

MANAGEMENT APPLICATIONS: - Identifies component shortages on order by SHR holder.
                                - Copy serves as a record of shortages and on order items for SHR holder.
                                - Repl. Flag of "R" indicates the component is eligible for replenishment action.

```
                            COMPONENT SHORTAGE REPORT                    PCN: AWE-227
        DODAAC:   WK5A26                      HHC/1-59 QM BN
          UIC:    WABBAA
        PB ORIG:  A              SHR NUMBER: 1


                                       ARC              COMPONENT  SHORT   REPL DUE-IN
E/I NSN          COMPONENT NSN  SUBCOMP NSN  CODE NOMENCLATURE     LIST NR  QTY   FLAG QTY

2320009260873    2540006702459               X    BAG: PAMPHLET,PU       CL-120  -0001  R    00000
2320009260873    2540009339022               X    CHAIN ASSY: TIRE SING  CL-120  -0003  R    00000
2320009260873    2540010526234               X    CHOCK: WHEEL           CL-120  -0002  R    00000
2320009260873    4010004736166               X    CHAIN: UTILITY, SINGL  CL-120  -0001  R    00000

END OF REPORT                                TOTAL NUMBER OF RECORDS:  00004

1994/02/21        11:13:00         page   1
```

1.13 ASSET VISIBILITY REPORT

SOURCE:	Master File Update Manual Process - Print Asset Visibility Report by LIN or ALL.
FREQUENCY:	Review as necessary but not less than quarterly.
PURPOSE:	Provides a report of the current property assignments, location of property on the unit's Hand Receipt and imbalances.
DISPOSITION:	Dispose of when no longer needed or IAW the commander's direction.
MANAGEMENT APPLICATIONS:	- Identifies all property that has been assigned to hand receipts from the commander. - Reflects component hand receipt numbers that have been assigned. - Identifies imbalances that need correction.

```
DATE: 07 MAY 1994                    A S S E T   V I S I B I L I T Y   R E P O R T              PCN: AWE-115
UIC/UNIT: CAAAAA/CO A/1-59 QM BN          PBO: BPBO, 45TH SEP BRIGADE     DODAAC: WK4K9H    |------- QUANTITIES --------|
LIN                                  GENERIC NOMENCLATURE                                   AUTH  DUE/IN
    SUBLIN  STOCK NUMBER             NSN NOMENCLATURE                    CL  SRRC  UI              ON HAND  ASSIGN  SHR
NUM
  {SN_REG_LOT NUMBER /LOT QT/CL NR /SHR NR } {SN_REG_LOT NUMBER /LOT QT/CL NR /SHR NR } {SN_REG_LOT NUMBER /LOT QT/CL NR /SHR NR }


A03165                               ACCESSORY KIT VEHICLE BODY: TARP-BOWS FOR TRAILER C         4      0
             2540001333492           TARP-BOWS F/TRLR 3/4T                N   N   EA                   4      4  4
     - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - TOTAL ON HAND/ASSIGNED FOR LIN:    4      4  -----


B67766                               BINOCULAR: MODULAR CONSTRUCTION MIL SCALE RETICLE 7         2      0
             1240009303833           BINOCULAR MOD RET M19                N   S   EA                   2      2
     {35847          /       /    /11S  } {35941          /       /    /4A    }
     ASSIGNED PER SHR#: 11S   =>    1 / 4A    =>    1
     - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - TOTAL ON HAND/ASSIGNED FOR LIN:    2      2  -----


CC0010                               COMPUTER: LAPTOP 286 ZENITH ULLS                           4      3
             702501Z012101           COMPUTER LAPTOP 286                  N   B   EA                   1      1
     {916DE016249     /       /    /CDR   }
     ASSIGNED PER SHR#: CDR   =>    1
     - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - TOTAL ON HAND/ASSIGNED FOR LIN:    1      1


J45699                               GEN ST GAS ENG: 3KW AC 60HZ SKID MTD 120/208V              4      2
             6115000178237           GEN ST 3KW MEP-016A                  N   S   EA                   2      2
     {HA68-03165      /       /    /2    } {KA68-02314      /       /    /2    }
     ASSIGNED PER SHR#: 2     =>    2
```

1.14 DODAAC PARAMETERS REPORT

SOURCE: Display/Print DODAAC Parameters Process.

FREQUENCY: Review quarterly and update upon change of command.

PURPOSE: Provides detailed unit data and parameters for all DODAACs loaded on the S4 system.
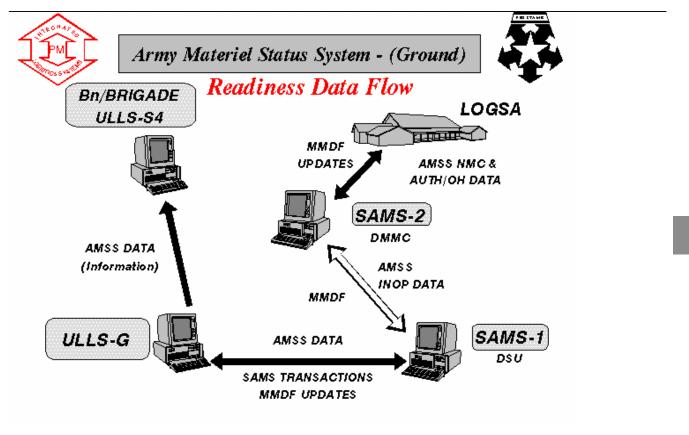
DISPOSITION: Dispose of when no longer needed.

MANAGEMENT APPLICATIONS: - Must be correct to ensure ULLS-S4 system supply, property, component, and budget processes operate correctly.

AWEAIFOF

UNIT LEVEL LOGISTICS SYSTEM¦
DODAAC: WK5A26   **DODAAC PARAMETERS (Page 1 of 2)**   **DATE: 26 FEB 1997**

UNIT DESCRIPTIVE PARAMETERS

COMMANDER'S NAME   J.T.MAW
UNIT NAME   HHC/1-59 QM BN
POST ADDRESS AND BLDG :   105 LEE ST ¦
CITY, STATE AND ZIP   FT LEE, VA 01234
UNIT PHONE NUMBER   454-3067
UNIT CONCENTRATOR ID   :ullss4
CAISI PHONE NUMBER   :(804)733-2915¦
COMPUTERS PHONE NUMBER   :(804)733-4111¦
TELECOMM INDICATOR   :P: UNIT'S TPN :WK5A26HHC   :

OSC PARAMETERS

OSC INDICATOR   :Y: **TERMINAL LOGIN** :fdw13-leedam   :
  DDN ADDRESS   :134.78.10.6   :   **GATEWAY LOGIN**   :ugallego   :

        TERMINAL PHONE NUMBER   :46750   :
            OSC HOLD DAYS   :   1:

<E> TO EXIT: :   **NEXT SCREEN: <ENTER>**

```
┌─────────────────────────────────────────────────────────────────────────────────────┐
│                                                                      ►AWEAIFOG◄       │
│                           UNIT LEVEL LOGISTICS SYSTEM¦                                │
│   DODAAC: WK5A26                DODAAC PARAMETERS (Page 2 of 2)        DATE: 26 FEB 1997│
├─────────────────────────────────────────────────────────────────────────────────────┤
│                              UNIT PARAMETERS                                          │
│                                                                                       │
│   UNIT IDENTIFICATION CODE    :WABBAA:        FORCE ACTIVITY DESIGNATOR    :2:         │
│                 FUND CODE      :GA:            SERVICE DESIGNATION CODE     :A:         │
│             LOCATION CODE      :A:             REPLENISHMENT AUTHORIZED     :Y:         │
│        AMSS REPORTING UIC      :WABBAA:           UNIT ORGANIZATION LEVEL   :BN:        │
├─────────────────────────────────────────────────────────────────────────────────────┤
│                         INTERFACE PARAMETER - SARSS :1:                               │
├─────────────────────────────────────────────────────────────────────────────────────┤
│          INTERFACE PARAMETER - SARSS :0:                    SUPPLY PARAMETERS         │
│                                                                                       │
│                                              Follow-Up    Pri 01 - 08 request : 9:    │
│   DOCUMENT      NUMBER SET    ARC              Days:       Pri 09 - 15 request :30:    │
│   ----------    --------      --------------                                          │
│   :0101:        :0199:        X - EXPENDABLE   Date of Last Purge     :20-FEB-96:      │
│   :0201:        :0299:        D - DURABLE      Reportable Dollar Value :$  500.00:     │
│                                                                                       │
│                                                                                       │
│                                              PURGED FREQUENCY DCR (DAYS) :30:         │
│                                                                                       │
│                                                                                       │
│   <E> TO EXIT : :                            NEXT SCREEN: <ENTER>                     │
└─────────────────────────────────────────────────────────────────────────────────────┘
```

Army Materiel Status System - (Ground)
Readiness Data Flow

1.15 ULLS-G AMSS ROLLUP BY UIC REPORT

SOURCE:	Army Materiel Status System Processes. Option 1, Display/Print (AMSS) Ground Reports, Rollup by UIC.
FREQUENCY:	Review weekly or IAW local SOP.
PURPOSE:	Provides a rollup of Not Mission Capable time for all reportable systems and end items by reporting UIC.
DISPOSITION:	Dispose of IAW local SOP or the Modern Army Record Keeping System (MARKS).
MANAGEMENT APPLICATIONS:	- Use to review materiel status of reportable equipment.

ARMY MATERIEL STATUS SYSTEM
(AMSS)   PCN: AWE-600
ROLLUP BY REPORTING UIC

REPORT PERIOD: 16-NOV-95 - 15-DEC-95
DATE RANGE: 16-NOV-95 - 15-DEC-95
REPORT DATE/TIME: 16 DEC 1995-14:25:52
UIC: WABB01   DATE OF DISKETTE : --   ----
UNIT NAME & LOCATION: S4 STAFF/1-59 BN   FT RILEY, KS. US 23156

NOMENCLATURE	EIC	WPNAUTH EIC	O/H	POSS HRS/DAYS	AVAIL HRS/DAYS	--- ORG --- NMCS NMCM	-- SPT --- NMCS NMCM	NMCD	NMCE	FMC%	NMC%
TRK UTIL 1-1/4T M998	BBD	9	20	600	538	54	8			89.7	10.3
TRK UTIL 1-1/4T M1038	BBE	14	3	90	66	24				73.4	26.6
TRK UTIL SHELT M1037	BBK	4	2	60	60					100	---
TRK CGO 2 1/2T M35A2	BMB	1	1	30	14	16				46.7	53.3
TRK CGO D/S M35A2C	BMR	2	1	30	30					100	---
TRK WKR M936A2 W/WN	BTT	1	1	30	30					100	
TLR CGO 3/4 T M101A2	CDB	20	18	540	511	29				94.7	5.3
RADIO SET AN/GRC-224	HBT	16	12	360	360					100	---

1996/01/04   08:28:33   Page 2

1.16 ULLS-G AMSS ROLLUP BY EIC REPORT

SOURCE:	Army Materiel Status System Process. Option 1, Display/Print (AMSS) Ground Reports, Rollup by EIC.
FREQUENCY:	Review weekly or IAW local SOP.
PURPOSE:	Provides by reporting UIC, a consolidated report in EIC sequence, of all reportable systems/subsystems and end items that have accumulated any NMC time during the reporting period.
DISPOSITION:	Dispose of IAW local SOP.
MANAGEMENT APPLICATIONS:	- Use to review for systemic maintenance problems.

```
                                 ARMY MATERIEL STATUS SYSTEM
                                           (AMSS)                                      PCN: AWE-605
                                    ROLLUP BY REPORTING EIC
        REPORT PERIOD:    16-NOV-95 - 15-DEC-95
        DATE RANGE:       16-NOV-95 - 15-DEC-95
        REPORT DATE/TIME: 16 DEC 1995-08:51:23
               UIC:       WABB01                      DATE OF DISKETTE : --   ----
 UNIT NAME & LOCATION:    S4 STAFF/1-59 BN  FT RILEY, KS, US 23156


 NOMENCLATURE        EIC      WPN      AUTH   O/H    POSS     AVAIL    --- ORG---    --- SPT ---    NMCD  NMCE  FMC%   NMC%
                              EIC                    HRS/DAYS HRS/DAYS NMCS NMCM     NMCS NMCM
 ------------------------------------------------------------------------------------------------------------------------
 --------
 TRK UTIL 1-1/4T M998  BBD            9      20     600      538      54   8                                     89.7   10.3
 TRK UTIL 1-1/4T M1038 BBE            14     3      90       66       24                                         73.3   26.7
 TRK UTIL SHELT M1037  BBK            4      2      60       60                                                  100    ---
 TRK CGO 2 1/2T M35A2  BMA            1      1      30       14       16                                         46.7   53.3
 TRK CGO D/S M35A2C    BMR            2      1      30       30                                                  100    ---
 TRK CGO D/S M923A2    BS7            8      8      240      210      30                                         87.5   12.5

    1996/01/04                     08:51:23                  page   1
```

1.17 ULLS-G AMSS ROLLUP BY SYSTEM/SUBSYSTEM ADMIN NUMBER REPORT

`

SOURCE:	Army Materiel Status System Processes. Option 1, Display/Print (AMSS) Ground Reports, Rollup by System/Subsystem Admin Number.
FREQUENCY:	Review daily or IAW local SOP.
PURPOSE:	Identifies the equipment usage and readiness by system/subsystem to date for the report period by reporting UIC.
DISPOSITION:	Dispose of IAW local SOP.
MANAGEMENT APPLICATIONS:	- Use to identify problematic items of equipment.

ARMY MATERIAL STATUS SYSTEM   PCN: AWE-610
(AMSS)
ROLLUP BY SYSTEM/SUBSYSTEM ADMIN NUMBER (REPORTING UIC)

REPORT PERIOD: 16-NOV-95 - 15-DEC-95
ATE RANGE: 16-NOV-95 - 15-DEC-95
REPORT DATE/TIME: 16 DEC 1995-08:29:38
UIC: WABB01   DATE OF DISKETTE : --   ----

UNIT NAME & LOCATION: S4 STAFF/1-59 BN
FT RILEY, KS, US 23156

ADMIN #	MODEL	SYSTEM/ SUBSYSTEM SERIAL NUMBER	POSS HRS/DAYS	AVAIL HRS/DAYS	NMCS ORG	NMCM ORG	SPT	NMCS SPT	NMCM	NMCD	NMCE USAGE	TYPE	USAGE Y/N	FMC
A100	M998	101923	30	30								016725	Y	
A100R2	VRC97	020518	30	30								000001	Y	
A101	M1038WW	046603	30	6	24							015296	N	
A102	M998	064485	30	30								032822	Y	
A102T	M101A2	45	30	30								000001	Y	
A103	M998	107468	30	27	3							022558	N	
A103T	M101A2	596	30	30								000001	Y	
A104	M1037	067117	30	6	24							005727	N	
A104G	PU751	MRZ00548	30	30								005033	Y	
A104S	TRC191	00094A	30	30								006419	Y	
A105	M1037	065709	30	7	23							052753	N	

1.18 ULLS-A AMSS ROLLUP BY REPORTING UIC REPORT

SOURCE:	Army Materiel Status System Processes. Option 1, Display/Print (AMSS) Reports for ULLS-A, Rollup by Reporting UIC.
FREQUENCY:	Review weekly/monthly.
PURPOSE:	Provides a rollup by reporting UIC of all NMC time for reportable aircraft and subsystems. This process should be executed prior to the "End of Report Period" process. The report can assist the unit in their calculation for the Unit Status Report (USR).
DISPOSITION:	Dispose of when no longer needed or IAW unit SOP.
MANAGEMENT APPLICATIONS:	- Use to explain NMC time by End Item Code (EIC). Provides FMC, PMC, MC, and NMC percentages by EIC for the unit.

ARMY MATERIEL STATUS SYSTEM
(AMSS)   **PCN: AWE-615**

ROLLUP BY REPORTING UIC

REPORT PERIOD: 16-FEB-96 - 15-MAR-96
DATE RANGE: 16-FEB-96 - 15-MAR-96
REPORT DATE/TIME: 16 MAR 1996-11:21:06

UIC: BDE001   DATE OF DISKETTE : --   ----
UNIT NAME & LOCATION: ST BDE/52D IN DIV (M)
                       FT RILEY, KS. 23621

NOMEN	MODEL	WPN EIC	AUTH	O/H	POSS HRS	AVAIL HRS	ORG	SPT	ORG NMCS	ORG NMCM	SPT NMCS	SPT NMCM	ORG PMCS	ORG PMCM	SPT PMCS	SPT PMCM	NMCD	PMCD	NMCE	PMCE	FMC%	PMC%	MC%	NMC%
HCPTR ATTACKAH	RAF		9	9	6264	4272	547	1099	0	0	141	205	0	0	0	0	0	63.8	5.2	52	0	31	0	
ARMAMENT SUBSYS4UG	RAF			10	744	0	539	205	0	0	0	0	0	0	0	0	0	---	---	---				100
NAVIGATIONAL SE JK4	RAF		---	9	744	206	0	538	0	0	0	0	0	0	0	0	0	27.7	---		27.7	72.3		
HCPTR ATTACK A	RAF		9	9	2976	898	679	1399	0	0	0	0	0	0	0	0	0	30.2	---	30	2	69	8	
HCPTR CGO TRANS	RCD		15	15	11160	10765	0	395	0	0	0	0	0	0	0	0	0	96.5	---		96.5	3.5		

1.19 ULLS-A AMSS ROLLUP BY AIRCRAFT MODEL REPORT

SOURCE:	Army Materiel Status System Processes. Option 1, Display/Print (AMSS) Reports for ULLS-A, Rollup by Aircraft Model.
FREQUENCY:	Review weekly.
PURPOSE:	Provides a rollup of all reportable aircraft and subsystems by model.
DISPOSITION:	Dispose of when no longer needed.
MANAGEMENT APPLICATIONS:	- Use to explain NMC time by Aircraft Model. Provides FMC, PMC, MC and NMC percentages by model for the UIC selected. Provides the user the capability of selecting one or all models within his/her unit.

ARMY MATERIEL STATUS SYSTEM
(AMSS)   PCN: AWE-615

ROLLUP BY REPORTING UIC

REPORT PERIOD: 16-DEC-96 - 15-JAN-97
DATE RANGE: 16-DEC-96 - 16-JAN-97
REPORT DATE/TIME: 15 JAN 1997-19:40:18
UIC: WABBAA   DATE OF DISKETTE: -----
UNIT NAME & LOCATION: HHC/59TH AVIATION BDE, FT RILEY, KS. 23621

NOMENCLATURE EIC	MODEL	WPN	AUTH	O/H	POSS HRS	AVAIL HRS	ORG NMCS	ORG NMCM	SPT NMCS	SPT NMCM	ORG PMCS	ORG PMCM	SPT PMCS	SPT PMCM	NMCD	PMCD	NMCE	PMCE	FMC%	PMC%	MC%	NMC%
HCPTR ATTACK AH	RAF	4	4	2976	2625	0	351	0	0	0	0	0	0	0	0	0	88.2	----	88.2	11.8		
HCPTR ATTACK A	RAF	4	4	2961	2610	0	351	0	0	0	0	0	0	0	0	0	88.1	----	88.1	11.9		
HCPTR UTILITY U	RSA	6	6	4464	4112	0	352	0	0	0	0	0	0	0	0	0	92.1	----	92.1	7.9		
HCPTR UTILITY RSA	RSA	6	6	4439	4087	0	352	0	0	0	0	0	0	0	0	0	92.1	----	92.1	7.9		

1.20 ULLS-A AMSS ROLLUP PROJECTION REPORT

SOURCE:	Army Materiel Status System Processes. Option 1, Display/Print (AMSS) Reports for ULLS-A, Rollup Projection Report.
FREQUENCY:	Review daily.
PURPOSE:	Provides a rollup of all reportable systems by model.
DISPOSITION:	Dispose of when no longer needed.
MANAGEMENT APPLICATIONS:	- Use to determine what aircraft could possibly meet the DA goal of 75% FMC.

ARMY MATERIEL STATUS SYSTEM
(AMSS)   PCN: AWE-621

PROJECTED FULLY MISSION CAPABLE RATES BY AIRCRAFT SYSTEM
(REPORTING UIC)

UIC: BDE001   DATE OF DISKETTE   16 MAR 1996
UNIT NAME & LOCATION: 1ST BDE/52D IN DIV (M)   FT RILEY, KX. 23621

NOMENCLATURE	EIC	MODEL	WPN EIC	AUTH	O/H	POSS HRS	PROJECTED AVAIL HRS	PROJECTED NMC/PMC HRS	ACCRUED NMC/PMC HRS	PROJECTED FMC PERCENT	NMC/PMC HRS TO DA GOAL OF 75%
HCPTR ATTACK AH-1F	RAF	AH-1F	RAF	9	9	6264	14637	18477	2424		-1933
HCPTR CGO TRANS CH47	RCD	CH-47D	RCD	15	15	10440	20750	30795	395		-2858
HCPTR ADVANCED TTAC	RHA	AH-64A	RHA	18	18	12528	24824	36954	398		-342
HCPTE OBSN OH-58C	ROB	OH-58C	ROB	20	20	14832	26505	39007	2330		-3762
HCPTR UTILITY UH-1H	RUA	UH-1H	RUA	11	11	7656	15717	22583	790		-2145
APLN OBSN STOL OV-1D	SOC	OV-1D	SOC	1	1	696	-1752	2053	395		-2274

1.21 ULLS-A AMSS ROLLUP BY SERIAL NUMBER REPORT

SOURCE:	Army Materiel Status System Proceses. Option 1, Display/Print (AMSS) Reports for ULLS-A, Rollup by Serial Number.
FREQUENCY:	Review daily.
PURPOSE:	Identifies aircraft usage and readiness by aircraft and subsystem, to date, for the report period.
DISPOSITION:	Dispose of when no longer needed.
MANAGEMENT APPLICATIONS:	Use by the commander or maintenance officer to aid in maintenance management planning.

ARMY MATERIEL STATUS SYSTEM
(AMSS)   PCN: AWE-640
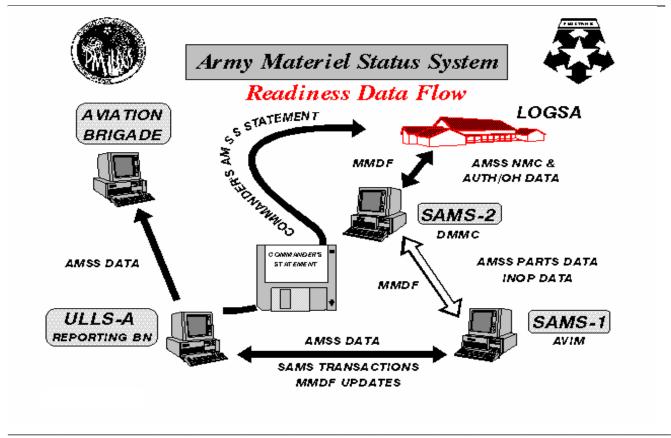ROLLUP BY SYSTEM/SUBSYSTEM SERIAL NUMBER (REPORTING UIC)
PART I

REPORT PERIOD: 16-FEB-96 - 15-MAR-96
DATE RANGE: 16-FEB-96 - 15 MAR-96
REPORT DATE/TIME: 16 MAR 1996-11:25:19
UIC: BDE001   DATE OF DISKETTE : 16 MAR 1996
UNIT NAME & LOCATION: 1ST BDE/52D IN DIV (M)   FT RILEY, KS. 23621

EIC MODEL	SYSTEM/ SUBSYSTEM SERIAL NUMBER	HRS TO PSE	ASSIGN AND FUNC CODE	POSS HRS	AVAIL HRS	NMCS ORG	NMCM ORG	NMCS SPT	NMCM SPT	PMCS ORG	PMCM ORG	PMCS SPT	PMCM SPT	NMCD	PMCD	HRS FLOWN	LAND/ AUTO	GAIN G/	FMC Y/N
AH-1F	6916445	0	AGA	0	744		398			141	205					0	0	0	N
4UG M97A4	4000060	0		0	744	539	205									0	0	0	N
RAFAH-1F	6916445	0	AGA	0	398		398									0	0	0	N
AH-1F	7015959	149	AGA	0	538	140	398				0					0	0	0	N
JK4 ANASN1	1544B	0		0	538		538									0	0	0	N
RAF AH-1F	7015959	149	AGA	0	538	140	398									0	0	0	N
AH-1F	7120719	134	AGA	0	0		0									0	0	0	Y
AH-1F	7823095	94	AGA	0	0		0									0	0	0	Y
AH-1F	7923223	39	AGA	0	0		0									0	0	0	Y

Army Materiel Status System
Readiness Data Flow

| SECTION III |
| SAMPLE INTERNAL SOP FOR ULLS-S4 |

DEPARTMENT OF THE ARMY
Headquarters_____
Fort_____
XXXXX-XXXX
INTERNAL SOP
FOR
THE UNIT LEVEL LOGISTICS SYSTEM - S4 (ULLS-S4)

1.   INTRODUCTION.

1.1   Purpose. To prescribe policies and procedures to assist unit
personnel in operating the ULLS-S4 system.

1.2   Scope. The policies and procedures in this SOP are in addition to
those contained in the on-line ULLS-S4 End User Manual (EM).

1.3   Software.

   a.   ULLS-S4. STAMIS application software, developed by the US
        Army Information Systems Software Development Center - Lee
        (SDC-L), Fort Lee, Virginia, provides an automated supply,
        property, component and budget management system for logistical
        users at the unit supply, the battalion and brigade S4 staff levels.
        ULLS-S4 is also capable of receiving AMSS Asset Control and
        Report files produced by subordinate ULLS-G/A systems or by
        another ULLS-S4 system. The AMSS reports may be
        displayed/printed or stored as an ASCII file. ULLS-S4 will produce
        AMSS reports by unit or summary of units and send AMSS data to a
        higher headquarters ULLS-S4 system. ULLS-S4 provides the
        logistician with the capability to conduct a detailed and systematic
        analysis and determination of logistics requirements to support
        tactical combat operations plans.

b.   MS-DOS. Microsoft Disk Operating System. The operating system for ULLS-S4.

2.   RESPONSIBILITIES.

2.1   **General.** This section provides guidance for the assignment of responsibilities associated with ULLS-S4 to persons within the organization/unit operating the ULLS-S4 system.

2.2   **Duties and Responsibilities.**

2.2.1   **Senior Commander (BDE/BN).**

a.   Appoint staff budget officer to administer and monitor the ULLS-S4 budget processes.

b.   Appoint an individual as the Commander's Designated Representative for the ULLS-S4 system.

c.   Appoint an individual as the Information System Security Officer (ISSO).

2.2.2   **Company Commander's Responsibilities.**

a.   Appoint an individual as the ULLS-S4 system Commander's Designated Representative.

b.   Review and approve all individual and group accesses to the S4 system.

c.   Review and approve system supply and hardware parameters.

d.   Approve all high priority and high-dollar requests (dollar value set by the commander) on the Commander's Exception Report prior to the supply transactions being sent to the DSU.

e.   Report budget status to the staff ULLS-S4 system that provided the budget data.

f.   When applicable, ensure budget ledgers for unique requirements are created.

g.   Monitor the administrative operation of the ULLS-S4 system.

h.   Establish a Security Awareness and Training Program for all users and supervisors.

2.2.3   <u>ULLS-S4 Commander's Designated Representative Responsibilities</u>.

a.   The Commander's Designated Representative provides overall support of the ULLS-S4 system by managing such security related features as system configuration, account and password assignment, adding authorized units to the ULLS-S4 computer and management of audit trail information.

b.   The Commander's Designated Representative assigns individuals their user identification and password codes for ULLS-S4. It is highly recommended that two copies of the system access control codes be kept in sealed envelopes, marked with the unit identification and phone number. One copy should be kept in the unit safe and one copy should be kept in a secure location at the next level of command. Both copies must be kept current and secure.

c.   Assign each ULLS-S4 user a personal identification code and randomly selected six digit alphanumeric character password. Do not use common words, numbers, etc. for passwords.

d.   Change user passwords every six months.

e.   Archive the security tracking audit register data, at a minimum, on a weekly basis. The process will only maintain an audit of (2500) records. The system will then begin to delete the oldest audit records.

f.   Ensure personnel maintain proper control of all diskettes.
   (1)   Diskettes must always be placed in their protective jackets when not in use.

(2)   Diskettes must be labeled correctly.

(3)   Diskettes must be stored properly (i.e., in the provided plastic storage units and away from magnetic sources such as radios, telephones, radar, etc.).

(4)   Daily transaction diskettes must be submitted by the established cut-off times.

g.   Verify that only ULLS-S4 software is loaded on the system hardware.

h.   Ensure STAMIS hardware is safeguarded from access by unauthorized users.

i.   Implement control methods to prevent viruses from being introduced into the system.

j.   Ensure daily backup procedures are performed as scheduled and media protected from damage or loss.

k.   Ensure daily preventative maintenance IAW the EM is performed on the ULLS-S4 STAMIS hardware system.

l.   Check that ULLS-S4 is operating properly and submit problem reports to the Combat Service Support Automation Management Office (CSSAMO) or an equivalent installation office.

m.   Monitor the daily administrative operation of the ULLS-S4 system.

n.   Verify that the correct version of ULLS-S4 software is being used. The CSSAMO can provide "as of" date of the most current version.

o. Change Universal ID (AAAAAAAA) and Password (AAAAAA) for system IAW the procedures outlined in ULLS-S4 TFM.

p.   Unlock locked user and do causative research as required.

2.2.4 **Information System Security Officer (ISSO).** The ISSO is the senior security official for an organization. The ISSO must report directly to the responsible manager for the ULLS-S4 system on security-related matters. The ISSO should be positioned organizationally such that he or she does not have vested interest in keeping the system operational at the expense of security. Garrison versus Tactical Operations should be considered. The ISSO needs to be assigned in such a manner as to be deployable with the ULLS-S4 system, or a competent ISSO alternate be assigned for the purpose of deployment with the ULLS-S4 system.

2.2.5 **Terminal Area Security Officer (TASO).** The TASO is subordinate to the assigned ISSO, and maintains security oversight for every system within his/her domain of control. TASOs should be assigned in such a manner that they can be reasonably held responsible and accountable for the system(s) under their control; for example, it would be unreasonable to hold the TASO responsible for enforcing physical security for a system located 5 miles away or in a building for which the TASO cannot access. For the ULLS-S4 system, the Commander's Designated Representative should be assigned as the TASO. However, every user should be expected to follow and enforce the security policy.

NOTE

For some ULLS-S4 systems, the ISSO, Commander's Designated Representative, and TASO may be the same person (similar for designated alternates). It is highly recommended that alternates be assigned for each function.

2.2.6 **Brigade/Battalion S4 Officer.**

   a.   Ensure all actions concerning preparation of data for the ULLS-S4 supply, property, budget, AMSS, and logistics planning processes are accomplished by subordinate units.

   b.   Ensure ULLS-S4 system personnel are trained to operate all system processes; provide sustainment training as needed.

_____

    c.   Review subordinate units policies and procedures for control of supply, property and budget resources.

2.2.7 **Brigade/Battalion Budget Officer.**

    a.   Establish annual budget account codes and allocate funds.

    b.   Review all actions concerning preparation of input data for the ULLS-S4 budget processes to determine if proper posting of funds is accomplished.

    c.   Provide periodic budget data update to Brigade and Battalion Commander's Representative.

    d.   Provide guidance and assistance to subordinate units for the implementation of the ULLS-S4 budget processes.

    e.   Check daily operations, stress accuracy and promote strict control of the Budget Ledger/Subledgers used by the subordinate units.

2.2.8 **ULLS-S4 Operator.**

    a.   Operate the ULLS-S4 system and perform daily backups IAW unit SOP.

    b.   Safeguard assigned unique password. Passwords must never be written down or otherwise stored in readable form.

    c.   Report changes of status; e.g., assigned new responsibilities, permanent changes of station (PCS), etc.

    d.   Report any suspected security violations to the Commander's Designated Representative. These may include an unauthorized user, users exchanging passwords or passwords being written down.

    e.   Do not install any unauthorized software on the ULLS-S4 system. Report anyone bringing unauthorized software into the processing facility and installing it on any computer platform or device associated with or connected to the system. This will protect against system corruption.

_____

f.   Operate the ULLS-S4 system in accordance with applicable regulations, manuals and directives.

g.   Once physical access has been permitted, and the user is logged in, the user shall never leave the terminal while logged on. The user shall enforce the "need to know" security rule for others in the terminal area.

h.   A valid user is locked out of the ULLS-S4 system after three unsuccessful log in attempts. The Commander's Designated Representative must be notified of the lockout in order to regain access to the system. The Commander's Designated Representative is the only one who can remove the system lock.

i.   The system will display a screen prompt warning the user that his/her password has expired. The user must enter a new password to gain access to the system. The password effective date is also changed.

j.   Users must coordinate with the Commander's Designated Representative to obtain a USERID and PASSWORD.

k.   Users will ensure that external data (hardcopy and magnetic storage media) are continuously protected and marked at the sensitivity level directed by the ISSO.

l.   Upload monthly SPBS-R diskette and update Catalog Files from FEDLOG upon receipt of a new diskette.

m.   Log off the system correctly. Exiting the system while still in a process may cause damage to the data files and lock out the user.

3. ULLS-S4 DATA FLOW.

3.1   <u>**General.**</u> This section outlines the preparation and flow of supply and budget data in support of ULLS-S4. Units operating under the Objective Supply Capability (OSC) process will follow procedures specified in the EM.

3.2   <u>**FEDLOG Catalog.**</u> The <u>**FEDLOG**</u> (CD-ROM) catalog replaces the catalogs received from SARSS-I (DS4), SAILS and SARSS-O. The system creates a finder file based on the NIINs listed on any ULLS-S4 master file. This finder file, in turn, extracts catalog data from <u>**FEDLOG**</u> to build the system catalog based on unit data only. Maintain copies of superseded <u>**FEDLOG**</u> discs as a backup of catalog data in case of <u>**FEDLOG**</u> program errors.

3.3   <u>**SPBS-R Property Download.**</u> The Automated Hand Receipt processes must be run monthly upon receipt of new SPBS-R diskette(s) from the unit's Property Book Officer. Discrepancies between old and new should be resolved with the unit's PBO prior to loading the commander's hand receipt through the Automated Property Master Update Process.

3.4   <u>**Transaction Procedures.**</u> The following guidelines are provided for submission of transactions/diskettes for supply and budget data.

3.4.1   <u>**Supply Transaction and Status.**</u> The ULLS-S4 operator will prepare supply transaction diskettes for each of the unit's supporting DSU sites in accordance with the schedule prescribed in the unit SOP. This diskette will be prepared NLT ____ hours and taken or sent to the DSU section NLT ____ hours. The operator may send transactions by diskette or telecommunications.

    a.   Prior to executing the Send Supply Transactions Process, the ULLS-S4 operator must provide the unit commander with the output reports from the Commander's Reports Process. The commander must approve or reject all high priority and/or high dollar supply requests, approve all changes to existing priorities and verify all other supply request information. The ULLS-S4 operator also provides the commander with the Ledger/Subledger Report showing

the unit budget status prior to requesting permission to initiate the
Send Supply Transactions Process.

b.   The unit commander indicates approval by initialing all high priority
supply requests and priority changes listed, and signs the
Commander's Exception Report. This approval action must be done
before the ULLS-S4 operator initiates the Send Supply Transactions
process. Cancellation action of any supply requests or reduction of
any quantities on the supply requests must be based on the
commander's decision and written authorization.

c.   After completing the Send Supply Transactions Process, the
ULLS-S4 operator posts the supply requests to the Budget File by
initiating option #1 of the Ledger/Subledger Update Process (Post
Auto Supply Data to Ledgers or Subledgers from Supply Files on
the system).

3.4.2   **Budget Transactions.** The budgeting function automates the allocation,
tracking, updating and reporting of unit budget information.

a.   Receiving and Posting Budget Data. The senior level command user
(BDE or BN) defines and establishes the budget structure for its
subordinate units and downloads to diskette the appropriate budget
ledgers with fund ceilings for its subordinate units. Units upload the
budget ledgers and record commitments.

b.   Sending Budget Status. Subordinate units will provide budget status
to the senior level command weekly. Fund ceiling cannot be
exceeded without prior approval.

3.4.3   **Budget Reports to the CDR.** The ULLS-S4 system provides several
budget reports. Allocated and committed funds reports should be
provided to the unit commander weekly.

3.4.4   **Telecommunications Interface.** Use to transmit any file(s) over
telecommunications lines from one ULLS-S4 system to another
computer. Transmission of files is accomplished through the
Point-to-Point, Concentrator or CAISI utilities. A modem is
required for interfacing with commercial telephone lines. A Tactical

Terminal Adapter (TTA) is required for the ULLS-S4 system to interface with the Mobile Subscriber Equipment (MSE) and the Tactical Communications System.

3.4.5   <u>Transactions Diskette Accountability</u>. All diskettes removed from or received into the operational area will be signed out or in on a log book specifying the type of diskette, date/time and destination of the diskette (i.e., Transaction Diskette, 20 OCT 94, 1400 hours, II & IV DSU).

3.5   <u>Backup Database Procedures</u>. Operators should perform backups once a day, as a minimum, or upon completion of any major data change. Historical backups will be maintained in a secure location away from the operational location to safeguard against loss due to fire or other disaster IAW COOP SOPs. A minimum of five day data backups will be maintained by the unit.

3.6   <u>AMSS Periodic Reporting Procedures</u>. ULLS-G/A units must produce an AMSS transactions diskette between 1200-1600 hours each Friday. This report is the unit's Summary Materiel Status report as of the time and date produced. Unit diskettes should arrive at Bn/Bde Headquarters prior to 1700 hours.

3.7   <u>Logistics Support Planning Data</u>. Units must provide Bn/Bde S-4 staff section with an initial equipment build file for use in the Logistics Planning Process. Updates of the equipment data file will be provided upon request.

4.   PROBLEM REPORTING.

4.1   <u>General</u>. The section explains the correct procedures for reporting ULLS-S4 problems.

4.2   <u>Problem Reporting Channels</u>. If you cannot access ULLS-S4, or if the software "aborts" during normal processing of data, the Commander's Designated Representative should notify the CSSAMO. As a minimum, the unit name, phone number, point of contact within the unit, and a complete description of the problem should be provided. **NOTE: It is extremely important that all**

messages from the computer be recorded correctly or printed in hard copy. (Printing computer error messages can be accomplished by pressing the Print Scrn key.) This is extremely important for an expeditious problem identification and correction process. Knowledge of the cause of failure will quicken the system's return. If the problem cannot be resolved through customer assistance from the CSSAMO, the CSSAMO will assign an originator number and take the necessary steps to report the problem telephonically to the SDC-L Customer Assistance Office, Commercial (804) 734-1051 or DSN 687-1051 at Fort Lee, VA.

4.3   **Engineering Change Proposal-Software(ECP-S).** Recommendation for software changes or improvements to the system should be submitted in writing on DA Form 5005-R through the commander to the CSSAMO. As a minimum, the change proposal will include the name and phone number of the point of contact within the unit, a complete description of the failure or problem area, comment on affect on operations, your recommended change to include reference to the process and screen numbers, any applicable regulation being cited and the expected benefits.

4.4   **Hardware.** Problems/recommendations at the unit level will be submitted to the CSSAMO.

5.   **CARE AND MAINTENANCE OF ULLS-S4 SYSTEM.**

Proper procedures for preventative maintenance are contained in the EM (Appendix H).

6.   **SOFTWARE CHANGE PACKAGE (SCP) AND INTERIM CHANGE PACKAGE (ICP).**

6.1   **General.** This section establishes the procedures governing the loading of change packages to ULLS-S4.

6.2   **SCP/ICP Software Installation.**

a.   STEP 1. Inventory the software package. Obtain the Software Version Description (SVD) document that includes an itemized list

of software package contents and all diskettes/tapes. The SVD package cannot be successfully installed with missing diskettes or tapes. Discrepancies in inventory should be reported promptly to the servicing CSSAMO.

b.   STEP 2. Read the SVD and follow the instructions carefully. There is no need to reload the entire system. The SVD describes in detail all information necessary to install the software package and includes the sequence of software installation.

c.   STEP 3. Check the version number of the S4 software already installed on your system against the list included in the SVD's "Implementation and Special Instructions" section. These must agree or your SCP/ICP may not be successfully implemented.

d.   STEP 4. Backup the entire system (system and data) before beginning to load a SCP or ICP.

e.   STEP 5. Logon and logoff with Commander's or Commander's Designated Representative's password. Access the DOS prompt using the correct password.

f.   STEP 6. Follow any special instructions and administrative procedures regarding the installation of the software package and report any installation problems.

SECTION IV
ULLS-S4 CHECKLIST

(To be used by the Commander or his Designated Representative.)

1. General   **YES   NO**

1. 1 Authorization Documents.

    a. Does the unit have all pertinent property authorization
documents? (MTOE, TDA, JTA, CTAs, etc.)   ____   ____

    b. Are property files reconciled annually against the
authorization documents with the property book officer?   ____   ____

    c. Is the proper item authorization document posted to
the Property Master File? (H14)   ____   ____

    d. Are the required publications up to date?   ____   ____

    e. If required authorization documents are not on hand,
are they on order?   ____   ____

1.2 Publications.

    a. Is a copy of the Army Master Data File (AMDF),
the Supply Bulletin 700-20, and the Master Cross Reference
List (MCRL) on hand (**FEDLOG** on CD-ROM)?
NOTE: The **FEDLOG** contains the AMDF, SB
700-20 and the MCRL.   ____   ____

    b. Are all technical manuals and supply catalogs
for authorized equipment and sets, kits and outfits (SKOs)
on hand?   ____   ____

    c. Are SKOs added to the Master Component File? (C20)   ____   ____

_____

	YES	**NO**

d. Are the technical manuals, supply catalogs, and
field manuals complete and up to date?   ____   ____

    e. Is the equipment publication data posted to the Asset
Master Record for the equipment or tool set? (H14)   ____   ____

    f. Are AR 710-2, DA Pam 710-2-1, and other required
regulations on hand?   ____   ____

    g. Are MACOM supplements to regulations on hand?   ____   ____

    h. Are these publications being used?   ____   ____

    i. Do unit personnel know the purpose of all publications
and how to use them?   ____   ____

    j. If required publications are not on hand, are they on
order?   ____   ____

    k. Is there a copy of the unit ARTEP on hand?   ____   ____

1.3 Standing Operating Procedures (SOP).

    a. Have the unit commander and unit supply personnel
been briefed by the battalion staff on the policies and
procedures to be followed for the operation of the
ULLS-S4 system?   ____   ____

    b. Are the battalion and its subordinate units in
compliance with the CMD policies and standing procedures?   ____   ____

    c. Does the unit have an SOP governing operational use of
the ULLS-S4 system?   ____   ____

    d. Does the unit have an SOP governing the operation of
the unit supply or S-4 staff section?   ____   ____

_____

	YES	NO
e. Are the SOPs realistic and functional?	___	___

2. ULLS-S4 Work Area

2.1 Work Area.

	YES	NO
a. Is the ULLS-S4 equipment located within the Unit Supply administrative work area?	___	___
b. Is the ULLS-S4 equipment located within the Staff administrative work area?	___	___
c. Does the electrical circuit provide at least 10 amps for each computer system to continue operating?	___	___
d. Are power line filters used and operational?	___	___
e. Has a battery unlimited power supply been acquired and/or in use?	___	___

2.2 Work Area Appearance.

	YES	NO
a. Is the supply room or staff section neat and orderly?	___	___
b. Are sufficient storage bins or cabinets available for supplies, equipment, and publications?	___	___
c. Is there a secure storage area for supplies and equipment?	___	___
d. Is the access to the supply room or staff section controlled?	___	___
e. Can the supply room or staff section be adequately secured?	___	___

_____
| **YES**   **NO**

      f. Is there a key control system for the supply room or
staff section keys?   ____   ____

      g. Is the computer clean of dust, dirt, and grease?   ____   ____

      h. Are vents on the computer equipment free of blockage
from books, paper, or other material?   ____   ____

2.3 System Operations.

      a. Are diskettes properly stored in protective jackets and
diskette storage boxes?   ____   ____

      b. Are magnetic tapes stored in their protective covers?   ____   ____

      c. Are only approved programs loaded on the computer?   ____   ____

      d. Does the work site provide protection for the computer
equipment from rain, dust, dirt, etc.?   ____   ____

      e. Have rugged carrying cases been locally procured or
fabricated to transport and protect computer equipment?
If not, take action to do so.   ____   ____

      f. Has adequate work station equipment (tables, etc.)
been set up for the computer equipment?   ____   ____

      g. Have special protective covers been employed to keep
the computer equipment free of dust & dirt?   ____   ____

2.4 Operating Supplies.

      a. Are there sufficient quantities of paper and printer
ribbons available?   ____   ____

	YES	NO
b. Are there blank diskettes available? (Minimum -- diskettes.)	____	____
c. Are sufficient magnetic tapes available for daily database backups? (Minimum of 5 tapes.)	____	____
d. Are sufficient cleaning supplies available for the tape drive, diskette drives, and system exterior?	____	____

3. System Security

3.1 System Security.

	YES	NO
a. Is the Unit DODAAC File current?	____	____
b. Have the user groups been designated with associated access rights? (UA4)	____	____
c. Are the DODAAC and Security Accesses data file reviewed by the outgoing and incoming unit commanders in conjunction with the change of command? (UA4)	____	____
d. Is access to the system adequately secured to prevent unauthorized use? (UA4)	____	____
e. Does the unit have the ULLS-S4 Security Features User's Guide (SFUG) and the Trusted Facility Manual? (TFM)	____	____
f. Are the operators familiar with the ULLS-S4 SFUG?	____	____
g. Are the Commander and Designated Representative familiar with the ULLS-S4 TFM?	____	____
h. Is access to the DOS prompt limited to the Commander or the Commander's Designated Representative:	____	____

_____

	YES	**NO**

i. Is the Commander's Designated Representative using the Security Tracking Audit Register to monitor system and process access? (UA3)   ____ ____

j. Has the Universal Password (all As) been changed?   ____ ____

3.2 Password Management.

a. Have passwords been changed every six months?   ____ ____

b. Are the passwords and system access rights assigned and controlled by the Commander or the Commander's Designated Representative?   ____ ____

c. Are passwords six digits in length and do they appear to be randomly selected?   ____ ____

d. Are copies of user IDs and passwords maintained in a secure location for authorized use in emergencies?   ____ ____

4. Property Accountability

4.1 Property/Sub-Hand Receipts.

a. Has each supporting Property Book Office been assigned a unique Support Indicator Code (SIC) in the Property Origin File? (H19)   ____ ____

b. Does each unit have a current SPBS-R and/or SPBS-R-I/TDA data diskette for its UIC?   ____ ____

c. Are at least 3 previous SPBS-R data diskettes being maintained as a property account backup by each UIC?   ____ ____

d. Does the unit perform periodic property updates with the Property Book Officer? (AR 710-2)   ____ ____

_____

	YES	NO
e. Is the property listed on the Download Errors Listing (AWE-170) researched and appropriate action reported to the PBO for correction? (H12)	____	____
f. Have Sub-Hand Receipt Holders (SHRH) been established and are the sub-hand receipts current? (H17)	____	____
g. Is all on-hand property assigned to a SHRH? (H16)	____	____
h. Is all authorized property on-hand or on-order? (H18)	____	____
i. Has all excess property been reported to the property book officer for disposition instructions within ten workdays? (S48, OPTION 3)	____	____
j. Do all property items that require component hand receipts have a component hand receipt number assigned? (H14)	____	____
k. Has supervisor information been posted to the SHRH files? (H17)	____	____
l. Do property items requiring serial, registration, or lot number accounting have the proper SRRC?	____	____
m. Is the serial, registration, or lot number correctly entered for each property item requiring this information?	____	____

4.2 Property Security.

    a. Have security accesses to the property processes been limited to required users only?

    b. Does the commander periodically review unit property records to ensure compliance with Army regulations and policies?

_____

                                                                    YES   NO

      c. Does the S-4 Staff periodically inspect unit property
records to ensure compliance with Army regulations and
policies?   ____   ____

4.3 Component Hand Receipt.

      a. Has a Master Component List (MCL) been created for
all property items needing component hand receipts? (C20)   ____   ____

      b. Are Master Component Lists current? (C20)   ____   ____

      c. Have all component items that require component
hand receipts had a component hand receipt number
assigned? (H14, OPTION 4)   ____   ____

      d. Are all component shortages flagged for
replenishment? (C22)   ____   ____

      e. Are all component excesses flagged for turn-in?
(C22)   ____   ____

      f. Have cross-leveling actions been taken on component
excesses? (C22 OPTION 4 & 5)   ____   ____

      g. Have all excess component items been processed for
turn-in within ten workdays? (S48, OPTION 2)   ____   ____

      h. Are current component hand receipts printed and
signed by the responsible sub-hand receipt holder? (C26)   ____   ____

      i. Are component serial numbers added/maintained
correctly for each component hand receipt as required? (C24)   ____   ____

      j. Has the Commander or the Commander's Designated
Representative restricted access to the Master Component
List (C20 process) to the responsible staff? (UA4)   ____   ____

                                                                    YES   NO

_____

4.4 Component Security.

      a. Have security accesses to the component processes been limited to required users only?   ____   ____

      b. Does the commander periodically review unit component records to ensure compliance with Army regulations and policies?   ____   ____

      c. Does the S-4 staff periodically inspect unit component records to ensure compliance with Army regulations and practices?   ____   ____

5. Supply Management

5.1 Supply.

      a. Has the SARSS Indicator been set in the Interface parameter for the appropriate SARSS system? (UA1)   ____   ____

      b. Has the Replenishment Authorized Flag been set to 'Y' for units performing supply actions in the Budget/Property Parameters? (UA1)   ____   ____

      c. If the unit is supported by OSC, have the OSC Indicator and DDN data been set in the OSC Parameters? (UA1)   ____   ____

      d. Are the UIC and FAD properly set in the Unit Parameters? (UA1)   ____   ____

      e. Has a document number series been assigned for expendable and durable supply actions in the Unit Parameters? (UA1)   ____   ____

      f. Is there a letter from the unit commander establishing the document number series to be used by his/her unit?   ____   ____

_____
                                                              YES   NO

     g. Does this letter establish a document number series
for off-line manual posting to the ULLS-S4 document register
(post/post actions)?   ____   ____

     h. Have the number of days for automatic follow-up and
frequency of document register purge been set in the Unit
Parameters? (UA1) (Minimum 9 days pri 1-8 and 30 days
pri 9-15.)   ____   ____

     i. Has the Reportable Dollar Value been set by the
commander for expenditures of command interest in the
Unit Parameters? (UA1)   ____   ____

     j. Have the Class of Supply and Subclass of Supply
been set for the items normally used by the unit in
the Class/Subclass Parameters? (UA1)   ____   ____

     k. Are requests for issue processed in a timely manner to
correct supply shortages? (S40/S41)   ____   ____

     l. Are shortages requested within budget limits?
(See Budget Expenditure Reports.)   ____   ____

     m. Are turn-ins and cancellations processed to correct
supply excesses? (S48)   ____   ____

     n. Does the unit have the most recent issue of **FEDLOG**
and does the unit run the catalog load/update by CD-ROM Process
monthly? (S6A)   ____   ____

5.2 Unit Loads.

     a. Have Unit Load Parameters been established for units
desiring to maintain unit load data in the Unit Load
Parameters? (UA1)   ____   ____

_____

	YES	**NO**

b. Has the unit commander approved all unit load additions and deletions (other than) operational load prior to actions being taken to add or delete unit load records? (DA Pam 710-2-1)   ____   ____

c. Is the unit load reviewed periodically by the commander to validate the accuracy of the levels?   ____   ____

d. Is the unit load periodically inspected for serviceability and shelf life?   ____   ____

5.3 Document Control Register.

a. Are off-line manual supply actions posted to the system document register?   ____   ____

b. Does the supply clerk process supply transactions to the source of supply (SOS) daily or as required?   ____   ____

c. Does the supply clerk obtain the unit status from the SOS (each DSU) and process it daily?   ____   ____

d. Is each document listed on the Supply Status Process Report researched and appropriate action taken?   ____   ____

5.4 Supply Support.

a. Has the DSU Code in the Supply Support Parameters been set for each Class of Supply the unit is authorized to request? (UA1)   ____   ____

b. Has the DSU unit data in the Support Activity Site Parameters been set for each of the DSUs providing supply support to the unit? (UA1)   ____   ____

5.5 Supply Security.

_____
                                                        YES   NO

    a. Have security accesses to the Parameter processes been
limited to the commander or the Commander's Designated
Representative?   ____   ____

    b. Does the commander periodically review unit supply
actions to ensure compliance with Army regulations
and policies?   ____   ____

    c. Does the S-4 staff periodically inspect unit supply
actions to ensure compliance with Army regulations and
policies?   ____   ____

6. Budget Management

6.1 Brigade/Battalion Budget Staff Officer.

    a. Have prescribed budget policies and an ULLS-S4
budget structure been established?   ____   ____

    b. Have standing operating procedures for the budget
processes been established?   ____   ____

    c. Have subordinate unit records for data transfer
been established? (B37)   ____   ____

    d. Have identity records been established for ULLS-S4,
ULLS-G, or ULLS-A units for receiving supply request data for
posting to the budget? (B3B)   ____   ____

    e. Have Budget Account Codes (BAC) and budget ledgers
been established for tracking all elements of unit's operating
budget? (B34; B36)   ____   ____

    f. Have funds been posted to the ledgers comprising
the unit's operating budget and have the funds been allocated to
subordinate units? (B30)   ____   ____

                                                        YES   NO

_____

g. Have funds been allocated to each budget quarter for
all quarterly ledgers/subledgers? (B30)   ____   ____

h. Is the total allocated amount for each ledger/subledger
less than or equal to the total funds received?   ____   ____

i. Have subordinate units been briefed on budget policies,
budget structure, and standard operating procedures for the
budget processes?   ____   ____

j. Have the BACs, budget ledgers/subledgers, and fund
ceilings been transferred to subordinate units? (B30)   ____   ____

k. Has the automated and manual supply data been
posted daily to the ledgers and subledgers? (ULLS-S-4
Supply Processes and ULLS-G/A Class IX repair
part requests.) (B30)   ____   ____

l. Is the fund status of each ledger or subledger checked
on a regular basis? (B30)   ____   ____

(1) Has appropriate action been taken when the
allocated or committed amount exceeds the received
amount?   ____   ____

(2) Has appropriate action been taken when the
committed amount exceeds the allocated amount and the
obligated amount exceeds the committed amount?   ____   ____

(3) Are subordinate units in compliance with brigade
budget policy?   ____   ____

m. Do subordinate units provide budget status data to
Bde/Bn Budget Staff Officers? (B33)   ____   ____

n. Are Budget reports being produced and used by
Bde/Bn Budget Staff Officers to manage the budget?   ____   ____
                                                                                 YES   NO

o. Are budget ledgers that are no longer needed being

_____

purged from the budget files? (B38)   ____   ____

 6.2 Unit Commander and Unit Budget Manager.

      a. Has the unit commander and unit budget manager been
briefed by the battalion budget staff officer on the budget
policies, ULLS-S4 budget structure, and ULLS-S4 standard
operating procedures for the budget processes?   ____   ____

      b. Is the unit in compliance with the BDE/BN budget
policies and standards?   ____   ____

      c. Has the unit received the Budget Account Codes
(BAC), budget ledgers or subledgers and fund ceilings for
tracking all elements of their unit's operating budget from
its battalion or brigade budget staff officer? (B35)   ____   ____

      d. Does the unit maintain the last budget data diskette
received from the battalion or brigade ULLS-S4 system?   ____   ____

      e. Has the unit commander allocated funds to each
budget quarter for all quarterly ledgers or subledgers?
(If Applicable)   ____   ____

      f. Is the total allocated amount for each ledger or
subledger less than or equal to the total received amount?
(B30, Options 4, 5)   ____   ____

      g. Has the unit established an identity record for itself?
Has it established identity records for ULLS-G or ULLS-A
units for receiving their Class IX supply request data for
posting to the budget? (If Applicable) (B3B)   ____   ____

_____

	YES	NO

h. Is the unit commander posting automated supply data and manual data to the ledgers or subledgers daily? This includes supply request data from the ULLS-S4 Supply process and supply data received from ULLS-G/A users. (B30, Options 1-7)   ____ ____

i. Does the unit check the fund status of each ledger or subledger on a weekly basis?   ____ ____

(1)   Does the unit inform the battalion or brigade budget officer when the allocated amount exceeds the received amount?   ____ ____

(2)   Does the unit inform the battalion or brigade budget officer when the committed amount exceeds the allocated amount and the obligated amount exceeds the committed amount?   ____ ____

j. Is the unit producing and using the Budget Reports to manage budget status? (B31)   ____ ____

k. Does the unit report the status of ledgers or subledgers on a regular basis to the battalion or brigade budget officer? (B32)   ____ ____

1. Has the unit purged closed budget ledgers/files no longer needed on the Budget Files to a printout report? (B38)   ____ ____

7. Army Materiel Status System (AMSS)

a. Has the Battalion/Brigade S-4 identified and added the AMSS UIC records for all subordinate units? (A84)   ____ ____

b. Has the AMSS Reporting UIC entry in the Unit Supply Parameters screen been completed to ensure reports can be sent to a higher headquarters?

	YES	NO

_____

      c. Has an AMSS Catalog been built after initially receiving
the Asset Control and Report Files from subordinate units? (A83) ____   ____

      d. Are the AMSS End of Report Period diskettes labeled
and secured in accordance with local policy?   ____   ____

8. Logistics Support Planning

      a. Has the unit provided Bn/Bde S4 Staff section with an
initial/update equipment build data file? (L72)   ____   ____

      b. Has the unit built a UIC matrix record for all required
units? (L72)   ____   ____

9. Utilities

9.1 System/Database Backups.

      a. Has the Commander's Designated Representative
backed up the ULLS-S4 Program Executables and stored
the backup in a secure container?   ____   ____

      b. Are backup copies controlled to prevent loss or
theft?   ____   ____

      c. Is the Commander's Designated Representative
backing up the ULLS-S4 database daily and keeping a
minimum of five consecutive backups on file? (UB1 or UB2)   ____   ____

      d. Are the backup system data files labeled correctly
with content and date of backup?   ____   ____

9.2 Scan for Viruses.

Is media scanned for computer viruses prior to use
and/or prior to performing backups by diskette?   ____   ____

                                              YES   NO

10. Sage Database Inquiry (SDI)

_____

Is access to the Sage Database Inquiry (SDI) limited to managers?   ____   ____

11. Training/Tutorial

11.1 Training.

      a. Are the unit commander and the S-4 staff officer familiar
with the ULLS-S4 system?   ____   ____

      b. Are all S-4 staff personnel ULLS-S4 trained?   ____   ____

      c. Are all unit supply personnel ULLS-S4 trained?   ____   ____

      d. Do unit leaders use ULLS-S4 products to manage
property? (Hrs, Component Listings, and Asset Visibility Report)   ____   ____

      e. Is the use of the ULLS-S4 system integrated into field
training exercises, FTX, and CPX?   ____   ____

      f. Is operator/leader training being conducted for newly
assigned unit/staff personnel?   ____   ____

11.2 Tutorial.

Is the ULLS-S4 tutorial installed and used for a sustainment
training program?   ____   ____